NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4822; DSN 853-4822
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 06-328T OPENING DATE: 20 SEP 2006 CLOSING DATE: OPEN UNTIL FILLED

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
COMPUTER ASSISTANT, GS-0335-07, TC90050E00

APPOINTMENT FACTORS:	OFFICER ( )	WARRANT OFFICER ( )	ENLISTED (X)

SALARY RANGE: **$35,157 - $45,701 PA**	**SUPERVISORY ( ) MANAGERIAL ( )** **NON-SUPERVISORY/NON-MANAGERIAL (X)**

LOCATION OF POSITION:
WESTERN ARMY AVIATION TRAINING STATION, MARANA, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized.   NO BINDERS OR BOUND DOCUMENTS PLEASE.**

Instructions for Applying: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 Ethnicity and Race Identification.
.Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications <u>must</u> contain a completed Optional Form 306 (Declaration for Federal Employment) and**
 335-2-R (Knowledge, Skill and Ability Supplement).

EVALUATION PROCESS: Each applicant must **<u>FULLY SUBSTANTIATE</u>** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Army National Guard and be able to qualify for the following MOS: 25B, 25D, 25Y
KNOWN PROMOTION POTENTIAL: NONE
<u>Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.</u>
EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard.** Individual selected will receive a Permanent Appointment subject to a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**
NOTE: **Applications <u>must</u> contain a completed Optional Form 306 (Declaration for Federal Employment).**
NOTE: **Applications <u>must</u> contain a completed AZNG Form 335-2-R (Supplement to Application for Employment, Applicable Knowledge, Skills and Abilities.)**
NOTE: **Human Resources Office is the office that will officially approve the selection for a job offer.**

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION: Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of personal computing equipment, internal computer processes, application and utility programs, a wide range of analytical and diagnostic methods, procedures, and principles to identify system failures, modify programs or procedures, take corrective actions to resume normal operations, and implement procedures to allow for partial use until problems are resolved.
2. Knowledge of the functions, capabilities and limitations of a variety of computers, computer network systems, and programs; as well as computer-related software and hardware in order to install, test, upgrade, configure, diagnose, and maintain proper functionality.
3. Knowledge of information systems security, network environment, network configuration, standard operating system service and support, and sharing and securing network resources in order to function as the organization's computer security manager.
4. Basic knowledge of LAN technologies, components, topologies, and techniques in order to effectively deal with the local communications unit in reporting problems with the LAN, make minor adjustments, and train unit employees on a variety of uses.
5. Knowledge of the standard workstation operating system and office productivity applications for word processing, presentations, spreadsheets, and databases in order to train and assist customers in running applications, installing and upgrading workstations, managing printing, troubleshooting and optimization, and managing disks.
6. Skill in troubleshooting, diagnosing, and resolving problems with information systems equipment in the organization to include personal computers, network connections, a variety of printers and other peripherals, modems, terminals, and system file servers.
7. Ability to provide training and guidance to users in the proper application of software, security requirements, hardware capabilities, and understanding computer maintenance.

SPECIALIZED EXPERIENCE: Must have 12 months experience in performing technical support specialist duties, acting as a focal point for organizational computer related activities, and providing guidance on technical aspects of computers and system use to organization users. Experience monitoring Local Area Network (LAN) upgrades and software releases. Must demonstrate experience in system and network security.

BRIEF JOB DESCRIPTION: This position is at the Western Army Aviation Training Station (WAATS). Performs technical support specialist duties. Acting as a focal point for organizational computer related activities, provides guidance on technical aspects of computers and system use to organization users. Considers certification and accreditation (C&A), risk analysis, computer security, and communications security issues for new equipment, classified, and unclassified systems. Works with network management and information assurance personnel to ensure appropriate C&A is completed and submitted to the Designated Approval Authority. Provides software application assistance for commonly used office automation applications; creates, modifies, and removes directories; moves files from one media to another; and checks files for corruption. Researches and performs upgrades to workstations to include both hardware and software. Monitors Local Area Network (LAN) upgrades and software releases to ensure users are current with changes and networks are functioning properly. In responding to calls for assistance, performs initial system diagnostics; troubleshoots system errors; formats/partitions hard drives; creates floppy boot disks; completes backups and restores data. Performs computer security duties. Performs ongoing security review; reports security breaches, distributes security information and installs anti-virus software and updates as available. Monitors and maintains computers and related peripherals and tracks routine maintenance of existing computer equipment. Performs initial setup and routine maintenance on computer equipment.

<u>SELECTING</u> <u>SUPERVISOR</u>:   LTC FRANK MILLERD